



**STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

**Economic Services Administration
Division of Child Care and Early Learning**

November 4, 2003

Dear Child Care Interested Parties:

The Department of Social and Health Services (DSHS) has adopted a new regulation requiring child care center providers to keep licensing information readily available for consumers.

The new Washington Administrative Code (WAC) child care center regulation (388-295-7040) went into effect on August, 1, 2003, and requires child care centers to keep a file on site containing the following information:

- Copies of the most recent child care center checklists for licensing renewal and facility licensing compliance agreements for any deficiencies noted; and
- Copies of the most recent child care centers monitoring checklist and facility licensing compliance agreement and deficiencies noted.

Child care center licenses come up for license renewal every three years and Division of Child Care and Early Learning (DCCEL) staff conduct on-site inspections using the "Child Day Care Center Checklist" (DSHS 10-051G) and the "Licensed Facility Compliance Agreement" (DSHS 10-141) at that time.

DCCEL staff also monitor facilities annually to determine compliance with the WAC. Monitoring is done to determine the following:

- General compliance with licensing regulations;
- Compliance with Facility Licensing Compliance Agreement plans of correction;
- Compliance with WAC in order to qualify for a full license following an initial license; and
- How providers supervise, care for, and teach children; specifically, quality of the "provider-child" and "child-child" interactions.

When a provider is out of compliance with the WAC and the non-compliance does not endanger children, DCCEL staff work with the provider to develop a written corrective action plan. If the provider needs more information or skills to comply with the WAC, DCCEL staff may require completion of training, mentoring or other assistance as part of the correction plan.

You can find the new chapter, 388-295-7040 WAC (**Am I required to keep licensing information available on site for parents to review?**), on the Division of Child Care and Early Learning (DCCEL) website at: <http://www.dshs.wa.gov/esa/dccel>.

If you have questions regarding this issue, please contact Liz Egge at (360) 413-3292

Sincerely,

A handwritten signature in black ink that reads "Rachael". The signature is written in a cursive style with a large, looped capital "R" and a trailing flourish.

Rachael Langen, Director
Division of Child Care and Early Learning